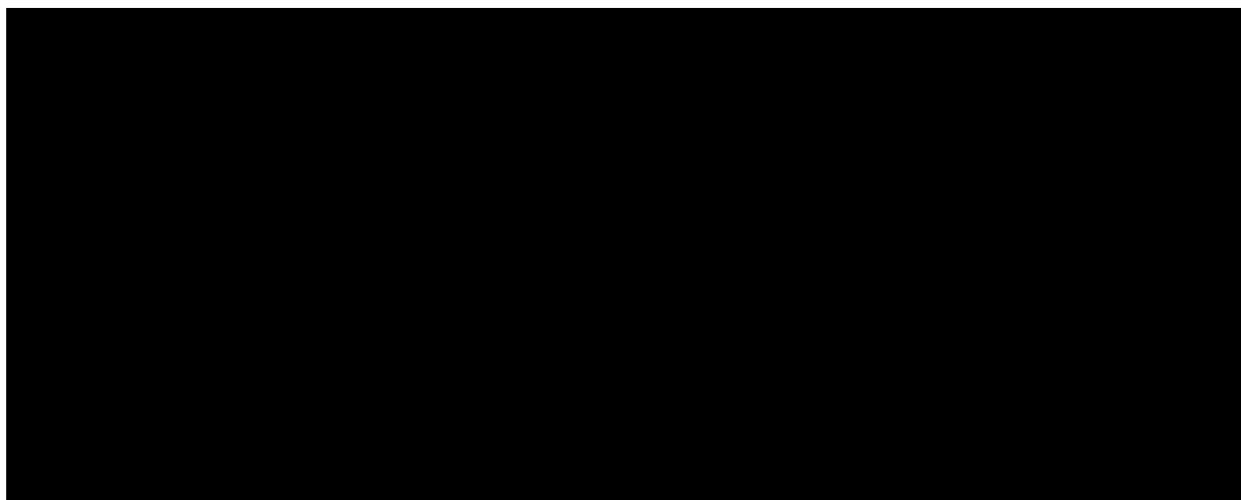


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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Technical Review and Policy Staff, LO      DATE: 24 November 1954  
FROM : Acting Chief, Administrative Staff, LO  
SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

25X1A

b. Logistics Office Notices and Instructions (continued item)

No change.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

(1) Eighteen students are completing the headquarters phase of the Logistics Support Course this week. They will begin the Field Training phase of the Course on 29 November 1954.

(2) The LO Training Officer visited the [REDACTED] this week to make final plans and preparations for this phase of the training course.

25X1A

b. Records Survey (continued item)

No change.

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- c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

The Technical Accounting Staff, Comptroller's Office, has completed its revisions of the procedure for controlling the proposed consolidated unvouchered allotment account covering O3 "Transportation of Things" on an Agency-wide basis. It has been forwarded to the Deputy Comptroller for his review and concurrence.

- d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

This Staff has set up a meeting for 26 November 1954 to discuss with representatives of the Office of Collection and Dissemination their position regarding the responsibility for the initial distribution function.

- e. Staff Support for the Headquarters Board of Survey (continued item)

As a result of a telephone conversation between the Acting Chief, Administrative Staff, and Mr. [REDACTED] SA/DD/A, on 19 November, the Management Staff has been requested to furnish the Office of the DD/A with a recommendation concerning the Logistics Office requirement for two additional positions to handle the work load of the Headquarters Board of Survey as reconstituted under Agency Regulation [REDACTED]

25X1A9a

25X1A2g

- f. Action Indicator for Project [REDACTED] (continued item)

No change.

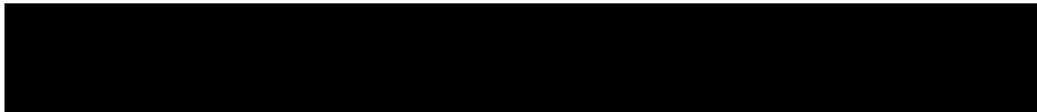
- g. Management Survey (continued item)

It is anticipated that the staff study requesting an increase in personnel and ceiling of the Mail and Courier Branch will be submitted to the Chief of Logistics on 15 December 1954 instead of 15 November as originally planned.

3. OTHER ITEMS OF INTEREST

- a. Personnel and Training (continued item)

(1) Personnel Report (continued item)



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(2) Basic Orientation Course (continued item)

(a) Intelligence Training Program (continued item)

Three Logistics employees are enrolled in the Operations Support Course (Phase II of the BOC) which began on 22 November 1954.

(3) Logistics Supervisory Training Program (continued item)

Eight films on supervision and management have been ordered for the Supervisory Training Program and will be previewed next week.

(4) Logistics Training Program (continued item)

25X1A9a

Mr. [REDACTED] who has been assigned to an FE supply slot, began a three week intensive training program in field supply procedures this week.

b. Request for Construction (continued item)

No change.

c. Survey by Office of the Inspector General (new and continued item)

A representative of the Office of the Inspector General began a survey of the Personnel and Training Branch, Administrative Staff, on Monday, 22 November 1954.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail

Incoming	3,569	-	967
Outgoing	<u>5,236</u>	-	1,307
	8,805	-	2,274

Postage Expended	\$779.24	/	\$59.68
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(2) Courier Activities

Scheduled Courier Trips	244	-	61
Special Courier Trips	116	-	19
Inter-Agency Mail by Courier			
Incoming	1,321	/	299
Outgoing	<u>1,814</u>	/	243
	3,135	/	542

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~~SECRET~~e. Additional Courier Service (new and completed item)

Arrangements were made with the Chief, Mail and Courier Branch to have two copies of the New York Times and one copy of the Washington Post and Times Herald delivered to RQM/OIS/DD/P, room 2701 'L' Building, at 7:30 a.m. Monday through Friday. This service began on Monday, 22 November 1954.

f. Personnel and Management Survey (completed item)

A complete report of the personnel and management survey is being prepared by the Chief, Personnel and Training Branch, AS, for the Chief of Logistics and will be submitted separately.

*This will be a summary of personnel action resulting from the classification survey conducted by Off 7 Per.*

4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVESa. Career Service Program (continued item)

The Logistics Office comments on the OTR Individual Career Development Plans were presented at the monthly DD/A Training Officers' meeting on 23 November 1954 by the Logistics Training Officer.

b. Freight Elevator at Temporary [REDACTED] (continued item)

25X1A

No change.

25X1A

LO/AS/mel

## Distribution:

- 3 - Addressee
- 1 - LO Official file
- 1 - LO/AS routing

- 4 -

~~SECRET~~~~CONFIDENTIAL~~